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Approved For Release 2003/05/14 : CIA-RDP79-00107A000100040026-1

8 December 1966

MEMORANDUM FOR: THE RECORD

SUBJECT : Procedure Effective 1 December 1966 for  
Assembling Vouchers Involving Payment  
Prior to Audit of Bills from Other  
Government Agencies

25X1 1. The procedure followed in assembling vouchers prepared to  
effect payment of bills from other government agencies prior to  
audit has resulted in maintenance of separate files for the bills  
and support documentation. One file contains the bill, posting vouchers  
and payment schedule and another file the supporting documentation and  
posting voucher covering audit of the transaction. This division in  
the files of each bill paid prior to audit is undesirable and not neces-  
sary under our present routine. A revision of the procedure was the sub-  
ject of discussions between [ ]  
the Accounts Division, and [ ] of Certification and Liaison Divi-  
sion on 22 November 1966. It was agreed by all present that the bill  
and pertinent supporting information should be combined with the voucher  
recording the audit and distribution of expenses. [ ] suggested  
that details of a procedure to accomplish this objective be worked out  
with [ ]

25X1 2. After reviewing the problem with [ ] it was agreed  
that consolidation of the pertinent documents could be achieved by  
minor changes in procedures in Voucher Review and General Claims Branch.  
The procedure will be made effective 1 December 1966. Changes as they  
relate to the General Claims Branch will be as follows:

a. Scheduling - no change necessary

b. Assembling vouchers covering payment prior to audit:

- 1) Each copy of the 1166 will be stamped as at present to  
show payment under provisions of OFI no. 71.
- 2) The original and three copies of the schedule (1166) will  
be fastened by paper clip to a copy of the bill from the  
government agency, together with the posting vouchers  
prepared to record the payment. This package will be  
delivered to the Certifying Officer, and after his certi-  
fication the package with original and two copies of the  
Accounts Division.

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- 3) The original of the bill on which payment was made will be stamped with the payment schedule number, and will be retained with all supporting documentation in General Claims Branch for audit. Bills for services will be sent to component for certification as appropriate.

c. Assembling vouchers covering audit and distribution of expenses relating to prior payments:

- 1) With the audit of the bill, all receiving and supporting documentation will be combined in one package, see b3) above, supported by the voucher prepared to effect distribution of charges. This package will be delivered to the Certifying Officer and after his certification will be hand-carried to Voucher Review, Accounts Division.

3. Under the revised procedure, the vouchers will be filed in Registry in the following categories:

Schedule (Form 1166) with copy of bill: Filed by schedule number and will also show numbers assigned to posting vouchers.

VF posting voucher showing cash payment: Filed by VF voucher number.

CF posting voucher showing charge to  
250 account : Filed by CF voucher number.

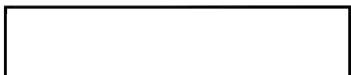
CF posting voucher recording distribution of expense, attached to original bill and supporting documentation : Filed by CF voucher number.



General Claims Branch

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